- – *Paste all* – pastes all cell contents, comments, formats, and objects into the current document.
- – *Text* – pastes cells containing text.
- – *Numbers* – pastes cells containing numbers.
- – *Date & time* – pastes cells containing date and time values.
- – *Formulas* – pastes cells containing formulas.
- – *Comments* – pastes comments that are attached to cells. If you want to add the comments to the existing cell content, select the *Add* operation.
- – *Formats* – pastes cell format attributes.
- – *Objects* – pastes objects contained within the selected cell range. These can be OLE objects, chart objects, or drawing objects.
- **Operations** – select the operation to apply when you paste cells into the sheet.
  - – *None* – does not apply an operation when you insert the cell range from the clipboard. The contents of the clipboard will replace existing cell contents.
  - – *Add* – adds the values in the clipboard cells to the values in the target cells. Also, if the clipboard only contains comments, adds the comments to the target cells.
  - – *Subtract* – subtracts the values in the clipboard cells from the values in the target cells.
  - – *Multiply* – multiplies the values in the clipboard cells with the values in the target cells.
  - – *Divide* – divides the values in the target cells by the values in the clipboard cells.
- **Options** – sets the paste options for the clipboard contents.
  - – *Skip empty cells* – does not replace target cells with empty cells from the clipboard. If you use this option in conjunction with the *Multiply* or the *Divide* operation, the operation is not applied to the target cell of an empty cell in the clipboard. If you select a mathematical operation and deselect *Skip empty cells*, empty cells in the clipboard are treated as zeroes. For example, if you apply the *Multiply* operation, the target cells are filled with zeroes.
  - – *Transpose* – pastes the rows of the range in the clipboard as columns of the output range, and the columns of the range in the clipboard as rows.
  - – *Link* – inserts the cell range as a link, so that changes made to the cells in the source file are updated in the target file. To ensure that changes made to empty cells in the source file are updated in the target file, ensure that **Paste All** is also selected. You can also link sheets within the same spreadsheet. When you link to other files, a DDE link is automatically created. A DDE link is inserted as a matrix formula and can only be modified as a whole.
- **Shift Cells** – set the shift options for the target cells when the clipboard content is inserted.
  - – *Don't shift* – replaces target cells with inserted cells.
  - – *Down* – shifts target cells downward when you insert cells from the clipboard.
  - – *Right* – shifts target cells to the right when you insert cells from the clipboard.

Paste Only options

If you only want to copy text, numbers, or formulas to the target cell or cell range:

1) Select the source cell or cell range and copy the data.
2) Select the target cell or cell range.